

St Wulstan's Catholic Primary School

Appeals Procedure

for

Admissions for

Academic Year 2016/2017

Parents who wish to appeal against the decision of the Board of Directors to refuse their child a place in the academy may apply in writing to the Chair of the Board of Directors c/o the school. Appeals will be heard by an independent panel.

Repeat Applications

Any parent can apply for a place for their child at any time outside the admissions round. Parents do not have the right to a second appeal in respect of the same academy for the same academic year unless, in exceptional circumstances, the admission authority has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or academy but still refused admission.

LATE APPLICATIONS

Late applications for Reception Class received up to and including **28 February 2016** may be treated as being on-time, only in the following circumstances:

1. Where a family have moved address after the closing date for on-time applications.
2. Where it is agreed by the Board of Directors that individual circumstances apply and the delay was reasonable, given the circumstances of the case.

WAITING LISTS

Waiting lists for admission will remain open until the end of December 2016 and will then be discarded. Parents may apply for their child's name to be reinstated until the end of the academic year when the list will be discarded. The waiting list will be kept by the Board of Directors in admission criteria order. This means that a child's position on the waiting list could go up or down. Inclusion of a child's name on the waiting list does not mean that a place will eventually become available. Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol take precedence over those on a waiting list.

APPLICATIONS OTHER THAN THE NORMAL INTAKE TO RECEPTION CLASS (In-year admissions)

Application should be made to the Board of Directors at the academy.
There is no charge or cost related to the admission of a child to this academy.